



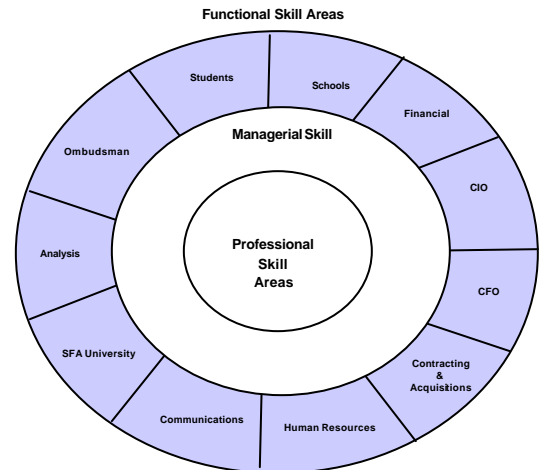
- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contracting & Acquisitions Organization Unit

Functional Skills List:

- ☐ Contract Development
- ☐ Contract Management Strategy
- ☐ Contract Negotiation
- ☐ Contract Performance and Evaluation
- ☐ Contractor/Vendor Analysis
- ☐ Contractor/Vendor Relations
- ☐ Office Administration
- ☐ Planning and Budgeting
- ☐ Policy, Regulation and Legislation Awareness
- ☐ Research and Analysis
- ☐ Technology Planning





- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contract Development

Works with operating partners to obtain products and services to meet SFA development needs.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates skill in working with contractors/vendors to obtain products and services to meet SFA business needs
- Demonstrates ability to plan, negotiate, and execute all aspects of contract development for various equipment, research and development, supplies and services contracts for major automated data processing systems at SFA
- Demonstrates ability to link contractor/vendor capability with SFA’s strategic business imperatives
- Demonstrates ability to create and review the Request For Proposal
- Demonstrates ability to perform the evaluation of proposals
- Demonstrates ability to perform the contract award, and ensures that award is within all applicable laws and regulations

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contract Management Strategy

Develops and maintains a contract management strategy to successfully work with and manage operating partners by following government policies and procedures.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates ability to develop and maintain a contract management strategy for SFA
- Aligns business objectives and develops supply sources based on SFA’s strategic direction
- Demonstrates understanding of performance-based contracting and incorporates practices into the contract management strategy
- Implements best in class contractor/vendor management techniques/programs to improve contract management quality
- Demonstrates ability to develop a plan to strengthen the relationships with key contractors/vendors
- Demonstrates ability to articulate the major steps of the process for determining contracting strategies

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contract Negotiation

Identifies and presents mutually agreeable solutions to support SFA's business objectives.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the "Meets Expectations" standard:

- Demonstrates ability to identify options that contribute to a mutually agreeable solution and support SFA's contract strategy and business objectives
- Demonstrates ability to present recommendations in a manner that gains acceptance and agreement
- Demonstrates understanding of SFA's viewpoint in issue resolution
- Demonstrates ability to negotiate task orders, performance measures and costs
- Demonstrates ability to negotiate scope/price changes, payment of invoices, resolution of disputes

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the "Meets Expectations" standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contractor Performance and Evaluation

Monitors performance of operating partners to ensure compliance with SFA business objectives.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates ability to monitor contractor/vendor and subcontractor performance, contract requirements and costs through periodic status reviews
- Demonstrates ability to establish performance objectives with contractor/vendor
- Demonstrates the ability to collect and compile performance data
- Demonstrates ability to close out the contract and perform the final review
- Communicates contractor/vendor feedback to external and internal audiences
- Works with contractors/vendors to establish continuous improvement initiatives through cross-functional teams

1. _____

2. _____

3. _____

4. _____

5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contractor/Vendor Analysis

Collects, analyzes and evaluates operating partner data to ensure compliance with SFA business needs.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Establishes criteria for contractors/vendors in terms of compatible values and business direction with SFA
- Demonstrates ability to collect data on contractor/vendor capabilities and qualitative and financial performance
- Demonstrates ability to analyze and evaluate contractor/vendor data against SFA business needs
- Demonstrates ability to synthesize results of contractor/vendor analysis to select appropriate contractor/vendor

1. _____

2. _____

3. _____

4. _____

5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Contractor/Vendor Relations

Applies understanding of contract management vision to develop, sustain, and improve relations with operating partners to meet SFA business objectives.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates understanding of the contract management vision of SFA
- Demonstrates ability to apply the contract management vision to develop, sustain and improve relations with contractors/vendors in order to meet SFA’s needs and objectives
- Creates and maintains a list of current and past contractors/vendors and communicates this information to the organization

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Office Administration

Performs administrative practices and support services to increase office effectiveness and efficiency.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates ability to organize, plan and coordinate administrative functions
- Demonstrates ability to identify administrative procedural problems and recommend improvements that increase effectiveness and efficiency
- Uses knowledge of administration concepts and practices (answering phones, filing, scheduling, etc.) to plan, deliver and manage support services vital to SFA operations

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Planning and Budgeting

Uses rules, appropriate information sources and tools to ensure accurate and timely reporting of business forecasts and budgets.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates understanding of OMB regulations and overall Federal appropriations process
- Demonstrates understanding of rules, information sources and tools available to prepare and consolidate budgets and forecasts
- Demonstrates understanding of departmental and organizational budget formulation and fund control procedures and guidelines
- Demonstrates ability to apply planning and budgeting concepts ensuring accurate and timely reporting of business forecasts and budgets
- Analyzes and discusses budget implications
- Demonstrates ability to track and reconcile unit budget activities

1. _____

2. _____

3. _____

4. _____

5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Policy, Regulation and Legislative Awareness

Applies knowledge of Title IV policies, regulations, and legislation to make informed decisions.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates understanding of general policies, regulation and legislation principles, laws and jurisprudence
- Demonstrates ability to use policy, regulation and legislation knowledge appropriately to make decisions that impact the organization

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Research and Analysis

Applies understanding of basic research concepts, principles and methods to assess and evaluate information.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard:

- Demonstrates understanding of basic research concepts, principles and methods
- Demonstrates understanding of specific information sources and methods of information gathering to make fact-based decisions
- Utilizes analytical skills in assessing and evaluating information to identify trends and potential issues

1. _____

2. _____

3. _____

4. _____

5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.



- Draft - Working Paper

Contracting and Acquisitions Skill Catalog

Technology Planning

Applies understanding of strategic IT goals and initiatives to identify service improvement and cost reduction opportunities.

Meets Expectations

Exhibits 3 of the 5 behaviors listed for the “Meets Expectations” standard :

- Demonstrates understanding of strategic IT goals and objectives
- Demonstrates ability to apply strategic investment priorities to select IT initiatives that best support organizational goals and objectives
- Demonstrates understanding of IT initiative evaluation process
- Evaluates business process and technical requirements to identify service improvement and cost reduction opportunities
- Monitors emerging technologies and business process innovations to analyze their potential for streamlining SFA operations

1. _____
2. _____
3. _____
4. _____
5. _____

Improvement Required

Exhibits less than 3 of the 5 behaviors listed for the “Meets Expectations” standard.